



CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONTROLLER, OFFICE OF STATE THE	RELEASE DATE:	Monday, April 13, 2009
POSITION TITLE:	CEA Level II, Bureau Chief Personnel/Payroll Operations	FINAL FILING DATE:	Friday, April 24, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	04132009_3

POSITION DESCRIPTION

Position Scope: The State Controller's Office is recruiting for an individual with a working-level knowledge of Personnel and Payroll Operations Program. It is an exciting position responsible for maintaining employment history and issuing payroll for more than 294,000 civil service (California State University, and Judicial branch of California) employees. These are exciting times and this is an opportunity for an individual interested in managing and ushering in this new technology.

General Description: With general direction of the Chief, Personnel/Payroll Services Division (CEA III), through subordinate managers, the incumbent is responsible for planning, organizing, and directing various units of the division. The position will establish short and long range goals and objectives, to meet program goals and objectives, allocate resources to achieve program goals in the most effective manner, and monitor division activities to ensure conformance with division goals, objectives, and policies. In addition, the incumbent will develop and recommend statewide policy related to the maintenance and support of the legacy payroll and employment history systems. Duties include, but are not limited to, the following.

Core Competencies: • Project Management • Time Management • Leadership • Accountability • Adaptability/Flexibility • Results Oriented • Effective Communications • ERP/project implementation experience • Fiscal Accountability • Control agencies requirement knowledge • Negotiations • Knowledge of State's HR/Payroll environment

Essential Functions: - Provide overall direction to subordinate managers and their staff to manager and direct the State's centralized personnel/payroll operations production functions for over 150 state civil service departments, 23 CSU campuses, the Judicial Council, exempt, statutory and constitutional employees, as well as members of the Legislature. Manages staff responsible for providing employment history and payroll information to departments and campuses, the Department of Finance, the Governor's Office, the Legislature, State and Federal tax regulatory agencies, and various and private entities. Manages staff auditing all personnel transactions entered into the Employment History Data Base to safeguard the integrity of all personnel transactions that

generate payments to ensure quality control. Recommends new policies and procedures regarding guidelines for employment history and payroll information resulting for the conversion of the existing human resources systems to the new Human Resources Management System (HRMS).

- Provide direction to subordinate managers to insure that statewide personnel/payroll systems processes are executed accurately and timely. Responsible for the evaluation and monitoring of personnel and payroll system deficiencies. Provide consultative services to a variety of clients, from state departments and California State University campuses as well as private sector business clients. Provide direction to staff responsible for the upgrade and maintenance of system-dependent tables and files used to accommodate special system processing conditions. Provide direction to subordinate managers regarding installation of revised systems applications and modifications.

- Provide direction to subordinate managers to insure that the most difficult and sensitive activities involving stakeholders including the IRS, SSA, EDD, FTB, New York and Illinois Tax and Revenue departments, CSU Trustees and campuses, and state departments and agencies are accomplished. Responsible for providing direction for tax program systems analysis, design, planning and research. Direct staff responsible for compliance with Federal and State tax directives and regulations affecting the State of California's \$4.2 billion employment tax program, which includes both withholding and remitting/reporting responsibilities.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch;

principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Desirable Qualifications:

> Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Financial Officer of the State of California and a member of boards and commissions;

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA**

Level II, Bureau Chief Personnel/Payroll Operations, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Examination Information:

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commensurate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, ADD/HR/Examination Unit
300 Capitol Mall, Ste 300 3rd Floor, Sacramento, CA 95814
David Spring | 916-322-2791 | dspring@sco.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>